

## **OVERVIEW OF COMPENSATION BOARD FY07 BUDGET PRIORITIES AND POLICIES**

- **Salary Increases:** The 2006 General Assembly has provided for a 4.0% salary increase effective December 1, 2006 for all constitutional officers and their Compensation Board funded permanent staff positions. This will be an across the board salary increase for all Compensation Board funded permanent positions. No performance-based pay increases have been provided. Funding for these increases is in addition to the base salaries approved on June 30, 2006, and the increased salary amounts will be reflected in the reimbursement system in December.
- **Annual Leave:** The annual leave payoff reimbursement was eliminated in FY04 and has not been reinstated.
- **Training Events:** Additional allowance funding is not available for the reimbursement of attendance at non-Compensation Board-sponsored training events, such as VALECO, LGOC, and the Association's annual meeting. However, attendance at these events is considered a reimbursable expense if funds are available in your budget. All Officers will continue to be reimbursed for the approved travel-related expenses associated with attending Compensation Board-sponsored training events such as Lawful Employment, Jail Risk, and New Officer training.
- **Transfer Policy:** The policy restricting transfer of accumulated vacancy funds in Sheriffs' Offices and Regional Jails will be reinstated in FY07. For all other constitutional officers, vacancy savings are not being used by the Compensation Board to meet previous budget reductions; consequently, you will be able to use accrued vacancy savings to offset your individual office budget reductions.
- **Office Equipment Funding:** No funding has been provided for office equipment for any Commonwealth's Attorneys, Treasurers, Directors of Finance or Commissioners of the Revenue. For Sheriffs and Regional Jails, no funding will be provided for any office equipment except some approved requests for Livescan (Note for Clerks: Technology Trust Funds are not a part of your base budget funds and budgeting is handled separately in the months of August and September).
- **New Positions, Sheriffs & Regional Jails:** The Appropriation Act includes positions and funding to provide an additional 40 Law Enforcement deputy sheriffs to fully meet the 1:500 ratio, and an additional 17 Court Services deputy sheriffs statewide. Compensation Board approved budgets include the allocation of these positions based upon Compensation Board Staffing Standards. A spreadsheet showing the allocation of these new positions is on the Compensation Board website under Constitutional Officers Budgets and Salaries. The Appropriation Act also includes \$1.9 million in funding to support 87 positions for staffing new construction of the Eastern Shore Regional Jail and the expansion of the Northwestern Regional Jail.
- **Sheriffs' Career Development Programs:** The Appropriation Act includes language and funding for continued implementation of the Sheriffs' Career Development Program. The Career Development Program includes two tracks: one for offices accredited by certain law enforcement standards committees/associations; and a certification program

for offices without such accreditations. As of July 1, 2006, there are 32 accredited officers that qualify and will receive a salary increase of 9.3%.

- **Master Deputy/Jail Officer Programs:** No additional funding is included in the Appropriation Act in FY07 for the 7 Sheriffs' offices and 4 regional jail facilities that certified their Master Deputy/Jail Officer programs to the Compensation Board prior to July 1, 2005, and are currently not funded for their participation in the program. However, funding is continued for offices already participating and funded prior to FY07. Any office wishing to opt-in to participate in the Master Deputy/Jail Officer programs will need to follow a procedure to opt-in to the program, and additional funds will need to be requested for appropriation to the Compensation Board by the General Assembly. **To opt into the program, Sheriffs and Regional Jails were advised via email on June 12, 2006 to submit the Certification of Career Development Plan form for the Master Deputy or Master Jail Officer program to the Compensation Board by July 1 of each year for approval of funding for the program the following July 1 (i.e. offices without funding for Master Deputies/Jail Officers should submit the opt-in form by July 1, 2006 to request participation and funding effective July 1, 2007).**
- **Jail Per Diem Payments:** In FY06, funding was sufficient to cover the cost of per diem payments. Anticipated growth in costs of approximately \$4.5 million for FY07, however, is not funded at this time. This amount represents approximately 25% of one quarterly per diem payment. Language in the Appropriation Act provides that should funding available for a quarterly per diem payment be insufficient to cover the entire amount of the payment, the payment will be pro-rated accordingly. In this case, we anticipate that your 4<sup>th</sup> quarterly per diem payment may not be fully covered by the funds currently appropriated for FY07. However, another session of the General Assembly will convene and be able to consider funding needs prior to payment of the 4<sup>th</sup> quarter per diem in FY07.
- **Withholding of Reimbursements:** Effective July 1, 2007, the Compensation Board is authorized to withhold reimbursements due the locality for sheriff and jail expenses upon notification from the Superintendent of State Police that there is reason to believe that crime data reported by a locality to the Department of State Police in accordance with §52-28, Code of Virginia, is missing, incomplete or incorrect. Upon subsequent notification by the Superintendent that the data is accurate, the Compensation Board shall make reimbursement of withheld funding due the locality when such corrections are made within the same fiscal year that funds have been withheld.
- **New Positions, Commonwealth's Attorneys:** The Appropriation Act includes positions and funding to provide an additional 89 assistant commonwealth's attorneys and 81 support staff statewide. Compensation Board approved budgets include the allocation of these positions based upon Compensation Board Staffing Standards. A spreadsheet showing the allocation of all new positions is on the Compensation Board website under Constitutional Officers Budgets and Salaries.
- **Career Prosecutor Program:** No additional funding for the Commonwealth's Attorneys' Career Prosecutor program is available. Any office that had positions classified as career prosecutors at the end of FY02 will retain funding for those positions, but there is no further funding available for the career prosecutor program for any positions that had not been classified as career prosecutor as of May 1, 2002. Any office wishing to have

positions reclassified to career prosecutor in the future will need to follow a procedure to opt-in to the program, and additional funds will need to be requested for appropriation to the Compensation Board by the General Assembly. **To opt into the program, Commonwealth's Attorneys were advised via email on June 13, 2006 to submit the Career Prosecutor form to the Compensation Board by July 1 of each year for approval of funding for the program the following July 1 (i.e. offices without funding for Career Prosecutors should submit the opt-in form by July 1, 2006 to request participation and funding effective July 1, 2007).**

- **New Positions, Circuit Court Clerks:** The Appropriation Act includes positions and funding to provide an additional 44 deputy Clerk positions statewide. Compensation Board approved budgets include the allocation of these positions based upon Compensation Board Staffing Standards. A spreadsheet showing the allocation of all new positions is on the Compensation Board website under Constitutional Officers Budgets and Salaries.
- **Technology Trust Funds:** Appropriation Act language provides for the continued use of \$1.49 million of Technology Trust Funds (TTF) in FY07 to offset general fund budget reductions. As requested by the Virginia Court Clerks Association (VCCA) in FY04, the Compensation Board has continued to offset budget reductions by this amount.

The Appropriation Act also includes a transfer of \$57,848 of TTF to the General Fund in FY07.

- **Clerks' Audit Issues:** The Appropriation Act includes language that links General Assembly approved salary increases for Circuit Court Clerks to audit performance. Any Circuit Court Clerk who does not correct an internal control matter identified by the Auditor of Public Accounts by the immediately subsequent audit report shall not receive a salary increase.
- **New Positions, Treasurers, Finance Directors, and Commissioners of the Revenue:** The Appropriation Act includes positions and funding to provide an additional 44 deputy Treasurer positions statewide, 20 deputy Director of Finance positions statewide, and 37 deputy Commissioner of the Revenue positions statewide. Compensation Board approved budgets include the allocation of these positions based upon Compensation Board Staffing Standards for Treasurers and Commissioners of the Revenue. A spreadsheet showing the allocation of all new positions is on the Compensation Board website under Constitutional Officers Budgets and Salaries. Deputy Finance Director positions will be allocated pending further review and analysis of the staffing standards methodology and discussions with Finance Directors.
- **Treasurers and Commissioners of the Revenue Career Development Programs:** Language and funding were provided in the Appropriation Act for the continued implementation of the Treasurers Career Development Program and the Commissioners of the Revenue Career Development Program (CDP). Associated pay increases for these programs are effective July 1 of each year for a 12-month period. Officers certified and approved for salary increases effective July 1, 2006 are included in the FY07 approved budget.
- **Deputy Treasurers and Deputy Commissioners of the Revenue Career**

**Development Programs:** Language and funding were provided in the Appropriation Act for the continued implementation of the Deputy Treasurers Career Development Program and the Deputy Commissioners of the Revenue Career Development Program (CDP). Associated pay increases for these programs are effective July 1 of each year for a 12-month period. Deputies certified and approved for salary increases effective July 1, 2006 are included in the FY07 approved budget.

- **June Payroll Shift:** Based upon action by the 2002 Session of the General Assembly, the Compensation Board's reimbursement cycle for fiscal year payroll and expenses has permanently changed. While the Compensation Board has always reimbursed expenditures one month in arrears, prior to FY02 it included an accelerated schedule in June to reimburse both May and June expenditures prior to the end of the fiscal year. In FY02, localities did not receive a reimbursement for June expenditures. Instead, June 2002 expenditures were reimbursed in the month of July 2002, or the beginning of FY03. In FY03, localities received reimbursements for the months of June through May. Since FY04, this reimbursement schedule has remained the same, with localities receiving reimbursement payments for the months of June through May in the months of July through June. This has not changed the budget cycle for the fiscal year, however, which is still established on a fiscal year cycle, beginning July 1 and ending June 30. Because of this change, officers should keep in mind that expenditures in the month of June of each year will be reimbursed out of budgeted funds available for the following fiscal year.

### **Transfer Policy, FY07**

- No Transfers or other use of any accrued vacancy savings for Sheriffs and Regional Jails:
  - Exception – one time approval of full salary amount transferred from permanent salaries to other budget category for yearlong vacancy. **Sheriffs and Superintendents who wish to leave permanent positions vacant for the entire fiscal year and transfer the funds to other budget areas should submit their requests to the Compensation Board not later than July 14 for Compensation Board action on July 26.**
  - Exception – transfer of remaining salary funds will be approved for positions held vacant under the position reallocation policy.
  - Exception – transfer of remaining salary funds will be approved for positions which become vacant as a result of the incumbent being called to active military duty.
- Turnover funds can be used by ALL offices as follows:
  - Restoration to prior base salary amount for employees with salaries reduced due to across-the-board budget reductions
  - Salary increases in accordance with Compensation Board policy
  - Base transfer to Office Expenses
  - Base transfer to Temporary
- Base transfers allowed between Office Expense and Temporary (requires Compensation Board action)

- One-time transfers allowed from Temporary or Office Expenses to Equipment not to exceed \$10,000 per month (not in the base)
- One-time transfers allowed between Temporary and Office Expenses not to exceed \$10,000 per month (not in the base)

### **Requests for Additional Compensation Board Funding**

- Requests for additional funding in any budget category have little chance of approval.

### **Exceptions**

- The Compensation Board will consider exceptions to these policies upon written request of Constitutional Officers or Jail Superintendents.

If you have further questions, please contact a member of the Compensation Board staff:

County Sheriffs, City Sheriffs, and Regional Jails – Chuck Redden - 804.225.3463 – [chuck.redden@scb.virginia.gov](mailto:chuck.redden@scb.virginia.gov); or Charlene Rollins – 804.225.3321 – [charlene.rollins@scb.virginia.gov](mailto:charlene.rollins@scb.virginia.gov)

Commissioners of the Revenue, Treasurers and Finance Directors – Kari Bullock – 804.225.3475 – [kari.bullock@scb.virginia.gov](mailto:kari.bullock@scb.virginia.gov)

Commonwealth's Attorneys & Clerks – Paige Christy - 804.225.3442 – [paige.christy@scb.virginia.gov](mailto:paige.christy@scb.virginia.gov)

Clerks' Technology Trust Funds – Lisa Carson – 804.225.3443 – [lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov)

Local Governments – Charlene Rollins – 804.225.3321 – [charlene.rollins@scb.virginia.gov](mailto:charlene.rollins@scb.virginia.gov); Charlotte Luck – 804.225.3366 – [charlotte.luck@scb.virginia.gov](mailto:charlotte.luck@scb.virginia.gov); Wade Jewell – 804.225.3414 – [wade.jewell@scb.virginia.gov](mailto:wade.jewell@scb.virginia.gov); or Robyn de Socio – 804.225.3439 – [robyn.desocio@scb.virginia.gov](mailto:robyn.desocio@scb.virginia.gov)